

*Office Memorandum* • UNITED STATES GOVERNMENT

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TO : Budget Officer  
THRU : Deputy Services Officer (Overt)  
FROM : Chief, Property Control Division

DATE: 23 February 1949

SUBJECT: Submission of Quarterly Monetary Report - Expendable Supplies In Stock

1. It is desirous that this office revise the present method of reporting monthly the monetary report of expendable supplies and, in turn, submit the total monetary value of expendable stock items to your office on a quarterly basis effective 1 April 1949 and each quarterly period thereafter.

2. Securing information covering the present monthly reports of expendable items requires  $2\frac{1}{2}$  man-working days to accomplish. However the same amount of time would be required by this office to obtain same on a quarterly basis.

3. If the above satisfactorily meets the requirements of your office it is requested your concurrence be granted in this matter.

4. Reports covering the monetary value of non-expendable and real property within CIA will continue to be furnished monthly.

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I (do) (~~do not~~) ConcurI (do) (~~do not~~) Concur

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Edward R. Saunders  
Budget Officer

Deputy Services Officer

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No Change In Class.	<input checked="" type="checkbox"/>
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